

May  
1997

Volume 14  
Number 10

# News & Views

Published by Information Services Division  
A Newsletter Dedicated to Information Technology in the State of Montana

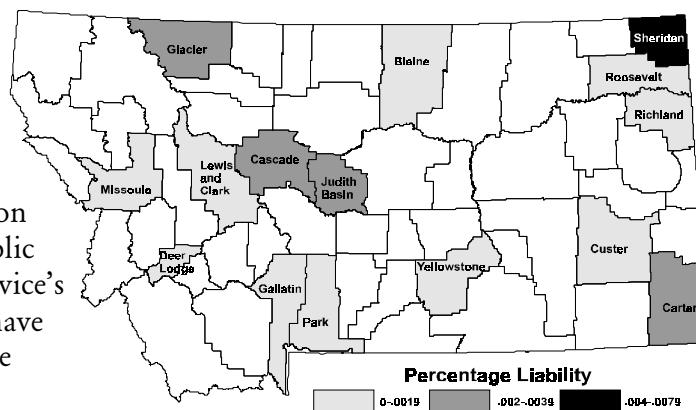
## Another GIS Application

### Analyzing Food-Stamp Mail Losses

ISD's GIS Services Section and Department of Public Health and Human Service's Food Stamp Program have joined forces to examine the feasibility of using Geographic Information System (GIS) software to help non-natural resource based agencies accomplish their daily tasks. By combining food-stamp mail loss data contained in Lotus spreadsheets and Environmental Systems Research Institute's (ESRI) ArcView GIS software, maps have been produced depicting the geographic or spatial extent of food-stamp mail loss for federal fiscal years 1995 and 1996.

According to Stu Kirkpatrick, ISD's GIS Services Manager, "Agencies have used GIS in the natural resource arena for years to analyze the geographic phenomenon that affect our public lands. What we are trying to do here is examine the geographic nature of demographic, social, and medical data (typically contained and viewed in spreadsheets) that affect the lives of Montana citizens. We believe that portraying this data in map form really brings the data to life and can provide program managers another tool to run their programs in the most effective manner." Presently, food stamp liability is being examined on a county by county basis. However, as more data becomes available, the GIS

software will also be used to examine food stamp loss on the basis of three-digit and five-digit zip codes.



With regard to this GIS effort, Cynthia Whitbeck, Food Stamp Program Manager, commented that "the facility of GIS software to visually portray actual food-stamp mail loss information promises to be a powerful and expedient method of identifying problem areas

## INSIDE

Another GIS Application .....	1
U S WEST to Implement Additional Free-Call Areas .....	2
Calendar of Events .....	3
The PIX — More IP Addresses and Security for SummitNet ..	3
DNS Server Changes .....	4
Outage Notifications .....	5
ITMG April Meeting .....	5
1997 CICS Technical Conference .....	6
BBS TIPS .....	6
ZIP!Tips — Appropriate E-Mail Use .....	7
ZIP!Office .....	7
Graphics Add Pizzazz to Your WPWin Documents .....	8
SAS Programs in the Year 2000 .....	10
Lotus 1-2-3 Release 5 for Windows .....	12
File and Folder Names With Tildes Trigger Problem .....	12
Connecting Approach to Oracle .....	13
Adobe Acrobat Reader and Plug-in .....	13
Windows 95 Freebie— SPLIT .....	14
Windows 95 Tip of the Day .....	15
IBM Announces New ThinkPad 365XD .....	15
Dell Puts State-Contract Price List Online .....	15
Training Calendar .....	16
ISD Class Enrollment Application .....	19
Editor's Notes .....	20

for agency and external-agency investigatory authorities. Consistent loss areas, denoted by intense coloration patterns, draw immediate concern and suggest trend or relational vicinities at a glance for investigators who must currently rely on extensive spreadsheet data where relational patterns can easily be overlooked. The old saying, 'a picture is worth a thousand words,' is certainly true regarding the use of this software in this type of application."

These types of applications will be typical of those offered by ISD's GIS Services when full funding commences in July 1997. If you have data or projects that you think may benefit from GIS analysis, please contact Stu Kirkpatrick at 444-9013, ZIP!, or E-Mail at skirkpatrick@mt.gov.

## U S WEST to Implement Additional Free-Call Areas

U S WEST will implement extended-area free calling, termed Extended Area Service (EAS), in several Montana communities starting in May 1997. The following table provides a summary, by region, of the locations that presently have free calling, the areas or wire centers that will be added in the new EAS arrangement, and scheduled implementation dates for the additional service areas.

Region	Existing Free-Calling Locations	Free-Calling Locations to be Added	Scheduled Implementation Date
Billings	Billings Main, Billings West, and Shepherd	Bridger, Fromberg, Columbus, Hardin, Joliet, Laurel, Park City, Red Lodge, and Roberts	09/26/97
Bozeman	Bozeman, Belgrade, Gallatin Gateway, Manhattan, Three Forks, and Big Sky (the 995 prefix)	Livingston, Pray, Clyde Park, and Wilsall	10/17/97
Butte	Butte Main and Butte South	Anaconda, Opportunity, Warm Springs, Deer Lodge, and Whitehall	09/19/97
Great Falls	Great Falls, Ulm, and Vaughn	Cascade and Dutton	05/22/97
Helena	Helena Main, Helena North, East Helena, Clancy, and Canyon Ferry	Boulder, Townsend, and Wolf Creek	09/19/97
Kalispell	Kalispell (valley-wide)	West Glacier	10/17/97
Missoula	Missoula Main, Missoula South, Lolo, Milltown, and Frenchtown	Hamilton, Corvallis, Darby, Victor, and Stevensville	11/21/97
Yellowstone	Gardiner and Mammoth	Gardiner and West Yellowstone (in Montana); Lake, Old Faithful, and Mammoth (in Wyoming)*	10/17/97

\*NOTE: Since the Wyoming Commission recently decided to *not* pursue additional EAS regions in that state, the type of EAS experienced by these five areas differs. For example, Gardiner customers will have regular EAS with Mammoth, since Gardiner and Mammoth have an existing EAS arrangement. In addition, Gardiner will have regular EAS with West Yellowstone because both are located in Montana). However, Gardiner will have one-way EAS with Lake and Old Faithful since those two Wyoming areas are not covered by the existing EAS arrangement (between Gardiner and Mammoth). West Yellowstone customers will have regular EAS with Gardiner (also located in Montana), and one-way EAS with the Wyoming areas of Mammoth, Old Faithful, and Lake. One-way EAS means that a call from West Yellowstone, Montana to Lake, Wyoming becomes a toll-free or local call for the Montana West Yellowstone customer. However, a call from Lake to West Yellowstone remains a long-distance call for the Wyoming customer.

### ISD to Coordinate EAS Implementation

ISD's Telecommunications Operations Bureau (TOB) will be coordinating the implementation of EAS service in state PBX switches at Great Falls, Billings, Butte, Helena, Kalispell, Bozeman, Missoula, Boulder, Deer Lodge, and Warm Springs. The switches will need to be programmed to recognize calls to the new EAS locations as local calls, and to route them accordingly. In some

switches, TOB may need to add additional DOD/DID (Direct Outward Dialing/Direct Inward Dialing) trunks to accommodate the increased local traffic load. ISD will be monitoring traffic loads before and after the EAS deployment to ensure sufficient traffic capacity to handle the increased traffic volumes.

### No Need to Dial 1-406

With this change, U S WEST has redesigned the calling patterns so that calls within the new free-calling areas are dialed just as any local call would be. *Please reprogram the speed-dialing function on your telephones, faxes, and computers.*

### Monthly Price Changes

The Public Service Commission approved an increase in trunk and telephone line costs to replace long-distance revenues that will be lost by U S WEST. There will be a \$2.55 per month increase for each trunk and each business line. Agencies responsible for DOD/DID trunks and 1FB business lines will need to adjust their budgets accordingly.

For more information, contact Ed Baum of ISD's Telecommunications Operations Bureau at 444-2861, ZIP!, or E-Mail at ebaum@mt.gov.

## Calendar of Events

May 7

Information Technology Managers Group (ITMG)

8:30 - 10:30 am, Rm 111, Metcalf Building

May 20

SummitNet Executive Council (SEC)

9:30 - 11:30 am, DPHHS Auditorium

June 4

Information Technology Managers Group (ITMG)

8:30-10:30am, Room 111, Metcalf Building

June 10

The Information Technology Advisory Council

(ITAC) 8:30 - 11:30 am, Rm 111, Metcalf Building

## The PIX — More IP Addresses and Security for SummitNet

PIX, an acronym for CISCO's Private Internet Exchange system, is a hardware/software combination that acts as a firewall to protect the customer's private intranet network from unwanted security breaches from the Internet world. In the State of Montana's case, the network being protected is SummitNet.

In addition, the PIX allows Montana to build SummitNet as a class "A" IP (Internet Protocol) network. A class A network can have 16 million hosts (PCs, routers, IHUBs, printers, etc). Montana

government owns a legitimate class "B" address (64,000 hosts). While this would seem to be an ample number for our needs, IP addresses actually tend to disappear in a hurry, because of the way the IP is designed. For example, ISD was virtually out of addresses in late fall of 1996; no more IP hosts could be added to SummitNet, additional IP addresses were unavailable from the InterNIC Registration Services, and SummitNet growth was spiraling. At that point, ISD converted the majority of SummitNet users to a private class A address (IP 10.xx.xx.xx). This removed the address crunch and allowed SummitNet growth to proceed; however, it did not allow the SummitNet customers to access the Internet.

# PIX

Then came the PIX. This system works by providing address translation from our private class A network to Montana's valid Internet class B address. The translation is done on a dynamic basis and is transparent to the user.

What does this mean for you? Well, if you are currently using a private IP address on your PC, the Internet is still unavailable, but this will change soon. If you are using one of Montana's valid class B IP addresses and have Internet access, this will also change soon. ISD will be placing the PIX equipment in service in early May. After the reliability has been thoroughly proven, Internet access will be readily available to all SummitNet customers. ISD will then begin renumbering all of the older class B addressed machines. When this is accomplished, security on SummitNet will be increased.

For more information, contact Dennis Sheline of the Telecommunications Operations Bureau at 444-2869, ZIP!, or E-Mail at [dsheline@mt.gov](mailto:dsheline@mt.gov).

## DNS Server Changes

ISD will be moving DNS services from servers in Missoula to servers in Helena. DNS, or Domain Name System, is the online distributed database system used by the Internet to map names into IP (Internet Protocol) addresses. Up until this change, DNS services have been managed by the University System. The switch allows state government services to be handled by ISD in Helena. This will bring easier administration and management as the State network grows with continued SummitNet implementation.

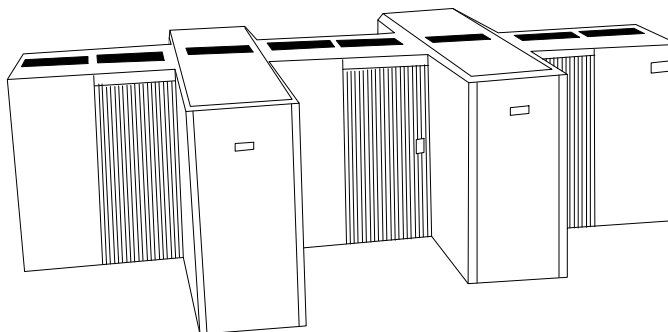
InterNIC Registration Services will make these server changes around May 2, 1997. The InterNIC is responsible for managing registrations for many of the top-level domains (for example, .gov, .net, and .com). Since they have a window of 48 to 72 hours to make changes, the exact date cannot be determined.

During this transition, name resolution for your IP hosts will continue to function properly. Resolution will continue to be provided by the University System until those hosts have been converted to the ISD DNS server. A cutoff date has not yet been established.

The following servers will change:

### Primary Server

From: umt.umd.edu (150.131.14.1)  
To: mtdnspr.mt.gov (161.7.218.10)



**Secondary Server**

From: selway.umt.edu (150.131.14.2)  
To: mtdnssec.mt.gov (161.7.218.11)

Agency LAN administrators need to start changing their TCP/IP configurations to reflect the new DNS (mtdnspri.mt.gov and mtdnssec.mt.gov). These changes can be made on an as-time-permits basis and do not have to coincide with the InterNIC DNS name change. This change should be transparent to your users.

If you have questions on how to change the TCP/IP configurations, please call these ISD System Support Bureau staff: Brian Divine at 444-2791 or Irvin Vavruska at 444-6870. For other questions on DNS services, please contact Leo Rogge, ISD's DNS Coordinator, at 444-4502, ZIP!, or E-Mail at [lrogge@mt.gov](mailto:lrogge@mt.gov).

## Outage Notifications

### Do You Need to be Forewarned?

Have you ever made the effort to come in on a weekend to catch up on your work, only to find that access to the mainframe is unavailable? Or perhaps you have tried to get information to or from somewhere, only to find that the network is down for maintenance. What a hassle! No one likes to find out that something is unavailable when they need it. "Why didn't someone tell me it was going to be down?"

**Help Us Help You**

There is a procedure in place for notifying all affected customers of mainframe outages. But the process only works if you share with us the names of those individuals who really require notification of scheduled outages that affect the mainframe's availability. Such outages must be periodically scheduled for IPLs, maintenance, hardware upgrades, software conversions, VTAM restarts, and NCP reloads.

With your help, the notification list will be updated,



and the appropriate individuals will receive ZIP!Mail notification of scheduled outages. If you or someone in your work group needs, but is not currently receiving, outage notifications, please contact Mike Krings of the Computing Operations Bureau at 444-1815, ZIP!, or E-Mail at [mkrings@mt.gov](mailto:mkrings@mt.gov).

## ITMG April Meeting

The Information Technology Managers Group met on April 2, 1997. The group heard an update of the MT PRRIME project and the forthcoming RFP for commercial software to replace the state's core business systems (see the April 1997 issue of *News & Views* for more information). Mike Randall of the Department of Transportation is the ITMG liaison to the MT PRRIME project.

Dan Sidor of the Year 2000 (Y2K) Project Team presented a summary of the enterprise Year 2000 Project Guide the team is preparing as a guide for agencies. He also gave the members an overview of the Year 2000 Compliance Reporting System, which will provide a "centralized system for reporting on



Y2K compliance work. The system will furnish enough information to allow ISD to assess enterprise progress toward Y2K compliance and to proactively function as facilitator/coordinator of Y2K work at the enterprise level” as directed by the Governor. Dan may be contacted at 444-2029, ZIP!, or dsidor@mt.gov.

Susan Fitzpatrick of ISD’s Systems Support Bureau presented ISD’s Y2K Compliance Plan. The ISD compliance plan addresses all hardware and system software and all application software owned or supported by ISD. For more information, Susan may be reached at 444-3989, ZIP!, or sfitzpatrick@mt.gov.

The group heard a legislative update and updates on the E-Mail, Electronic Document and Management Information Services RFPs; SummitNet enhancements for after the legislative session; and upcoming disaster recovery activities.

Complete minutes of the ITMG meeting are available on the state BBS in the ISD conference (Advisory Groups) and the ISD Value Added Server (VAS) at guest\itmginfo\minute97 or from Barbara Clark of ISD at 444-2700, ZIP!, or E-Mail at baclark@mt.gov.

## 1997 CICS Technical Conference A Great Information Resource

The main focus of IBM’s recent CICS Technical Conference was “application mining” — how to integrate existing applications into the corporate client-server scheme. IBM and other vendors made numerous presentations on CICS features and products, programming, performance tuning, trouble shooting and customer experiences. Here’s a sampling of the numerous sessions that were offered:

- ☐ Designing Mainframe Server Applications
- ☐ CICS, the Internet and Security
- ☐ CICS Directions for Client/Server and Network Computing
- ☐ Oracle, CICS, MQSeries and Other Systems — an Integrated Approach

The 1998 conference is slated for Washington, DC, probably in early April. If you’re interested in attending, check the IBM Education home page (<http://www.education.ibm.com>) for more details.

For additional information about the 1997 conference, contact Don Grinsell of Systems Development Support at 444-2983, ZIP!, or E-Mail at dgrinsell@mt.gov.

## BBS Tips

### Message History

The message history function lets you track what has happened to a message. The history shows when a message was sent, and who has read it.

To view the history of a message, select the message by clicking once to highlight it, go to **Message** —> **History** and release. A window will appear showing when the message was created and by whom, when it was sent, and when and if it has been read.

The message history function is ideal for determining if your message has been received and read, or if someone has downloaded the file you attached.

### Unsending a Message

How many times have you sent a message and then thought, “Oops, I meant to include...” or even “I didn’t mean to send that information at all”? With FCClient, you can “unsend” a message, actually retracting it from someone’s mailbox or a conference area. To unsend or retract a message, select **Message** —> **Unsend** from the top menu bar. You can now edit and resend, or delete the message altogether.

# BBS

## Conference Aliases

### *What is an alias?*

An alias is a copy of a conference that appears on your desktop.

### *Why would you want to create an alias of a conference?*

It makes the conference easily accessible.

You can tell, as soon as you log in, whether the conference contains unread mail.

To create an alias, highlight the conference and choose **Conference → Make Alias**. The alias will appear on your desktop.

If you decide you're no longer interested in the conference, you can delete the alias from your desktop by highlighting it and choosing **File → Delete**, or simply by hitting your **Delete** key.

For more information on using the State BBS, contact Janet Andrew of the Office of Public Instruction at 444-2765, ZIP!, MetNet BBS, or E-Mail at [jandrew@metnet.mt.gov](mailto:jandrew@metnet.mt.gov).

## ZIP!Tips — Appropriate E-Mail Use

### State Telecommunications Facilities Are for State Business

Electronic mail is considered a part of the

Enterprise Telecommunications System. The state's telecommunications policy includes restricting use of the telecommunications facilities to the conduct of state business. Please use good judgment in compliance with this policy. Since we have opportunities to access and distribute information on the Internet and within the state, it is very important that we use these resources appropriately.

### Chain Letters

Several times during the year, chain letters infiltrate our E-Mail system. Their developers intend to greatly escalate network traffic. If the traffic is great enough, it can actually bring down systems.

If you are the recipient of a chain letter, please do not forward it. Clearly, it is *not* state business pursuant to the Administrative Rules of Montana 2.13.102 SECTION (1) Entitled USE OF THE STATE'S TELECOMMUNICATIONS SYSTEMS. Check with your network administrator as well, because some agencies have their own internal policies.

If you have any questions regarding appropriate E-Mail use or other ZIP! issues, please contact Sue Skuletich of End-User Systems Support at 444-1392, ZIP!, or E-Mail at [sskuletich@mt.gov](mailto:sskuletich@mt.gov).

## ZIP!Office

### Copying a Reply to Original Addressees

When you receive a ZIP!Office correspondence as one of many addressees, there are several options to use in a reply.

### Replying to the Originator

If you wish to reply to the individual who originally sent you the message, simply choose **Office, Reply** and enter your message. **Office, Select Names** will display the originator's name which has been automatically defaulted into the Recipients Selected window.

### Replying to the Entire Distribution

You may want to reply to the individual who

originally sent you the message as well as to everyone else who received it. It may not be obvious to you that the message was sent to more than one person. For you to see the list of addressees at the beginning of the message, the originator must have had the **Insert headers into message body** option enabled when the message was sent to you. With that in mind, you can see why it is good that the default is for the reply to go to the originator only.

# ZIP!

To reply to each addressee choose **Office, Reply** and then **Options, Reply to addressees**. Once you select this option, you will be unable to deselect the addressees en masse. To deselect, you will have to close the reply window and begin again, or close the reply window, save the draft message and remove the unintended addressees manually, one name at a time.

After you have chosen the **Reply to addressees** option, **Office, Select Names**, the Recipients Selected window informs you that the reply is addressed **To** the originator with all of the other addressees as **cc**. If you find that your selections are satisfactory, choose **Send now**.

For more ZIP!Office help, contact Candace Hastings of End User Systems Support at 444-2858, ZIP!, or E-Mail at [chastings@mt.gov](mailto:chastings@mt.gov).

## Graphics Add Pizzazz to Your WPWin Documents

A picture is worth a thousand words, so why not take advantage of WordPerfect Windows' great graphics tools to include beneficial images within your document? This series of articles shows how to use powerful graphics box-editing options to put your graphics boxes where you want them and to make them look like you want.

### What's a Graphics Box?

When you hear people say *image*, *figure* and *graphic*, they're referring to the same thing — the pictures you put in your documents. In WordPerfect you insert an image into your document by placing it in a graphics box.

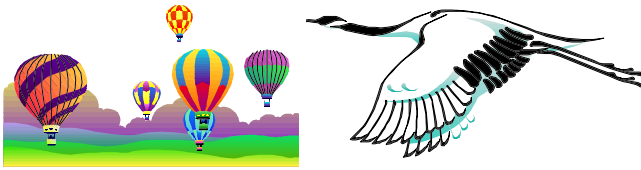
You can edit the graphics box to look the way you want by using the options on the Graphics Feature Bar. Or use the Graphics Feature Bar to size and position your box, as well as to add borders, shading and a caption. You can even rotate and position the image within the graphics box with the Tools button, which is also on the Graphics Feature Bar.

This series doesn't show you how to edit graphics in a drawing program. Instead, you'll learn how to use the Graphics Feature Bar to work with your image.

### Create the Graphics Box

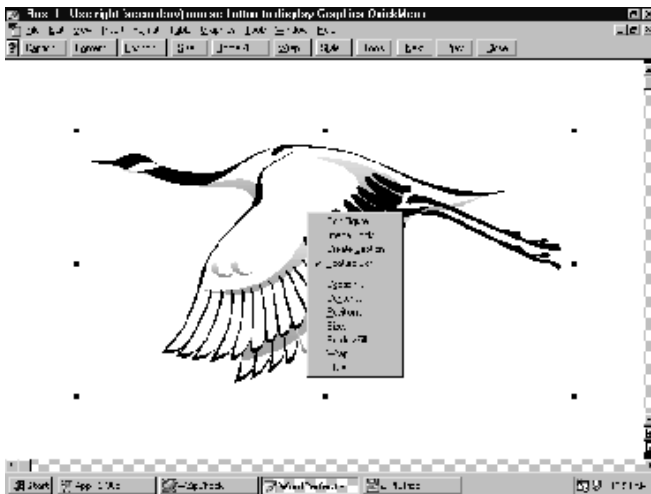
Begin by inserting an image into a new document. Do this by pressing (Ctrl+N) to open a new document, then choose Graphics, Image. Select an image from the file list and choose OK. *Note:* If the Drag to Create option on the Graphics menu in 6.1 is selected, you must first click or drag where you want the graphic to appear, and then select the image. The image will be inserted in that location.





*Figure 1: These two images show some of the things you can do with graphics boxes.*

Figure 1 shows a couple of images with no borders around the graphics boxes. Although a border isn't visible, each image is still in a graphics box. When you create a graphics box, the Graphics Feature Bar is automatically turned on (Figure 2). If you've turned the Feature Bar off but decide you want it back, just right-click the image and choose Feature Bar from the QuickMenu.



*Figure 2: The Graphics Feature Bar (shown at the top) is a fast way to edit your graphics boxes. All of the basic properties of a box are divided into the different buttons. This helps you get to the feature you want to modify. Also shown in the center of the window is the QuickMenu.*

*Tip:* You can perform almost identical work from either the QuickMenu (right-click on the image) or the Graphics Feature Bar. Each has one or two shortcut keys that the other doesn't. The QuickMenu has an option for bringing up the built-in drawing program and a quick way to create or edit a caption. The Feature Bar has buttons that let you hop from one image to another quickly.

## The Caption Button

The Caption button lets you create a caption almost anywhere in the immediate vicinity of the graphic image. A caption is a description of a figure and is usually placed below the graphic. Captions are especially useful for business reports and newsletters. One of the nice things about using captions is that they're automatically numbered in your document (Figure 1, Figure 2, Figure 3 and so on) for each type of graphics box you use.



*Figure 3: A graphics box caption can be placed almost anywhere you want it. Experiment with different locations to see what works best with your image.*

Here's how to create a rotated caption like the one shown in Figure 3. From the Graphics Feature Bar choose Caption. From the "Side of Box" pop-up list select Left. From the Position pop-up list select Bottom. From the Rotate Caption group select 90 Degrees. The caption will be placed vertically on the left side of the graphics box as shown in the sample box in the top right of the Box Caption dialog box. Choose Edit, type the description of your figure and choose Close.

**Tip:** To change the numbering style of your captions, choose Caption from the Feature Bar. Choose Change, select a graphics box numbering style from the Counters list box, then choose Select, OK.

### The Content Button

Use the Content button to change the image in your box. Simply click the image to select it, and then click the Content button. This dialog box is also where you specify how you want your image to behave in the box. The Preserve Image Width/Height Ratio option at the bottom is *not* selected by default. This means that you can stretch the image by clicking any of the sizing handles (at the document window) and dragging.

You'll see a Reset button in this dialog box. Using this option will delete your image and make you reselect it, but all of the attributes you've already applied to your box remain intact. The only thing you lose is the actual image.

Start taking advantage of WPWin's many graphics tools. Graphics add pizzazz to your documents, and WPWin has the tools to make sure your graphics are just right.

This article is part 1 of a *News & Views* series and was reprinted, in part, from the June 1996 issue of *WordPerfect for WINDOWS MAGAZINE*. For more information, contact Irvin Vavruska of End User Systems Support at 444-6870, ZIP!, or E-Mail at [ivavruska@mt.gov](mailto:ivavruska@mt.gov).

## SAS Programs in the Year 2000

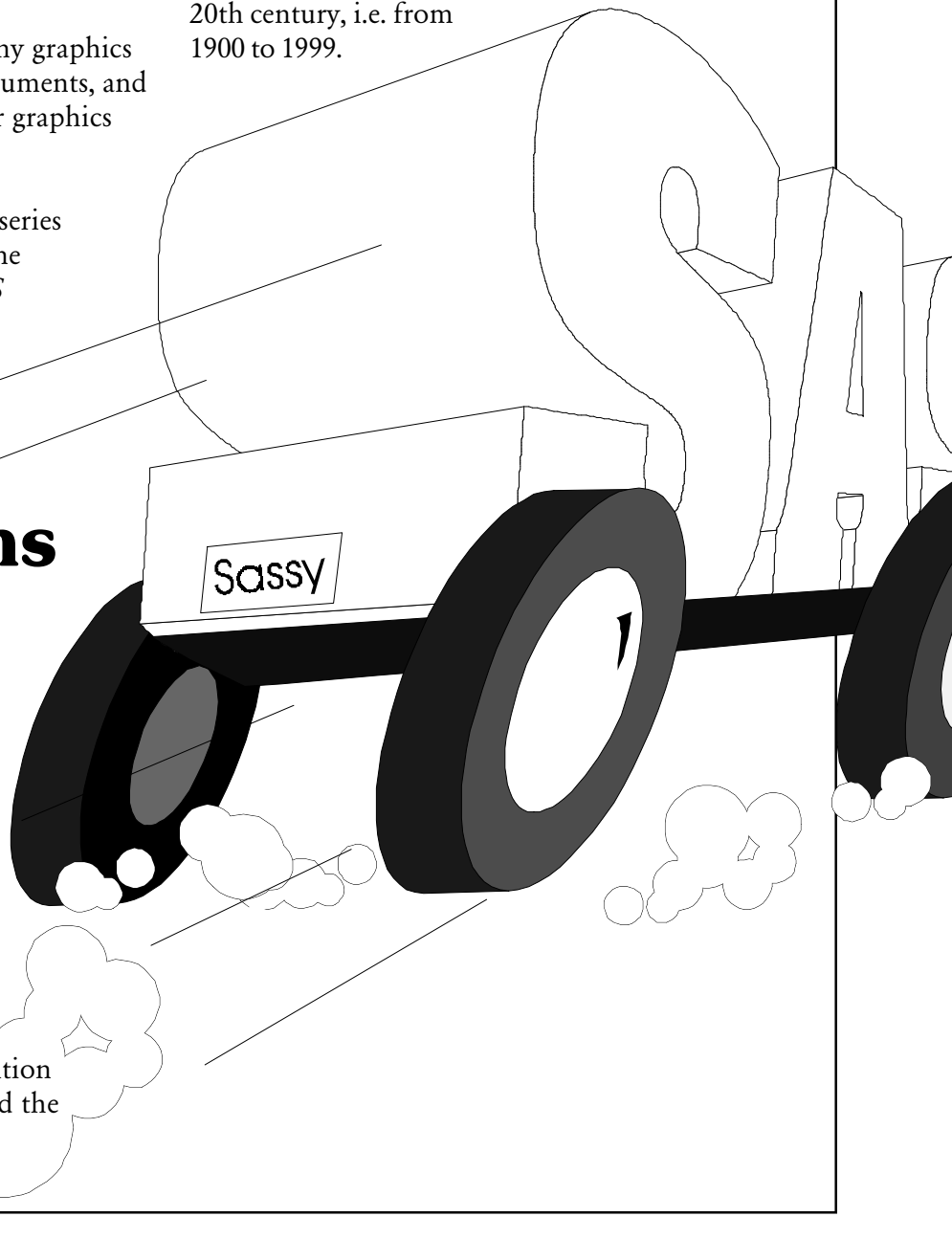
### Will Yours Be Running?

With the year 2000 only four years away, you are probably wondering if your SAS programs that read in dates from external data sources are going to give you the correct results. Here's how SAS Institute is handling the date transition between the end of the 20th century and the beginning of the 21st century. . .

All versions of the SAS System (including SAS release 82, Version 5, and Version 6) correctly represent dates from 1582 A.D. to 20,000 A.D. Leap years, century, and fourth-century adjustments are made automatically. Leap seconds are ignored, and the SAS System does not adjust for daylight savings time.

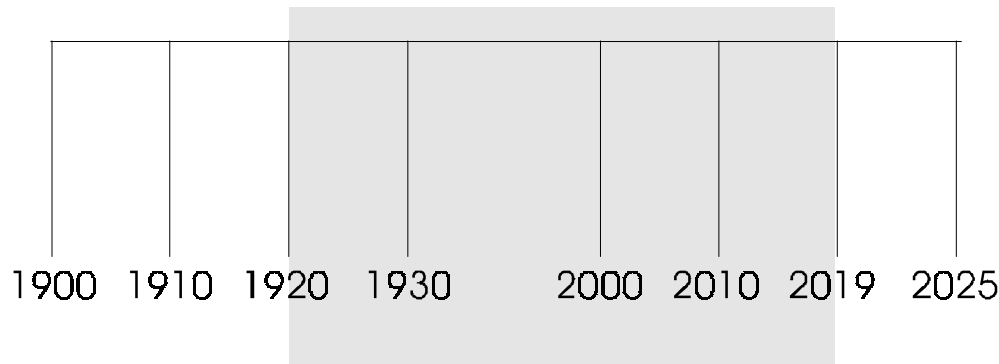
### "YEARCUTOFF=" System Option

If the dates in your external data sources contain four-digit years, the SAS System will accept and display those four-digit years without any difficulty if you choose the appropriate informat. If the dates in your external data sources contain two-digit years, the SAS System assumes, by default, that two-digit years represent dates in the 20th century, i.e. from 1900 to 1999.



The 100-year span is controlled by the YEARCUTOFF= system option, set by default to 1900 in Version 6 of the SAS System.

The YEARCUTOFF= option specifies the first year of the 100-year span that is used to determine the century of a two-digit year. Valid values for the first year of the 100-year span are from 1582 to 19,900. Consider the following example, illustrating the YEARCUTOFF= option set to a value of 1920. The 100-year span, in this case, is from 1920 to 2019. This means that a two-digit year of 10 would be considered 2010, and a two-digit year of 22 would be considered 1922.



Let's consider an example of reading in dates with and without four-digits years. Note that the YEARCUTOFF= option has been set to 1920.

```
Options YEARCUTOFF=1920;
data schedule;
    input @1 jobid $ @10 projdate mmddyy10.;
    cards;
a100 01/15/25
a110 03/15/2025
a200 01/30/96
b100 02/05/00
b200 06/15/2000;
run;
proc print;
    format projdate mmddyy10.;
run;
```

```
Output
OBS JOBID PROJDATE
1      a100   01/15/1925
2      a110   03/15/2025
3      a200   01/30/1996
4      b100   02/05/2000
5      b200   06/15/2000
```

Comparing observation numbers 1 and 2 illustrates specifying a two-digit year versus a four-digit year. Observation number 1 has a two-digit year of 25, and observation number 2 has a four-digit year of 2025. Since YEARCUTOFF=1920, the two-digit year defaults to a year in the 1900s. The four-digit year in observation 2 is unaffected by the

YEARCUTOFF=option. Observation number 3 is similar to observation number 1 and defaults to a year in the 1900s based upon the value of YEARCUTOFF=.

The output from observation numbers 4 and 5 shows results similar to observation numbers 1 and 2. Observation number 4 specified a two-digit year of 00, and observation number 5 specified a four-digit year of 2000. Because of the value of the YEARCUTOFF= option, the resulting years for the two observations are the same. As you can see, specifying a two-digit year may or may not result in the preferred century prefix.

The YEARCUTOFF= option, as illustrated in the example above, can be coded in an OPTIONS statement prior to the DATA step. Specifying the

YEARCUTOFF= option does not affect existing SAS dates in your SAS data sets. You should be aware of the setting of the YEARCUTOFF= option when processing dates with two-digit years with SAS date constants, functions, informats, and formats. Note that SAS date and datetime informats and formats have always been able to process four-digit years. However, the YEARCUTOFF= option is available beginning with Version 6 of the SAS system. Because SAS Institute is no longer performing development on Version 5, that version will not be updated to handle 21st century two-digit years.

Two other areas where you may encounter potential problems dealing with two-digit years are date functions and writing to external data sources.

### Date Functions

Date functions in the SAS System are also affected by the value of the YEARCUTOFF= option. For example, the MDY function, having a two-digit year of 10 as the year parameter, could produce a date in the year of 1910 or 2010, depending on the value of YEARCUTOFF=.

### Writing to External Data Sources

The other situation is writing two-digit years to external data sources. For example, a SAS date that is equivalent to January 15, 2010 is output, to an external data source, with a two-digit year. Using the MMDDYY8. format with YEARCUTOFF=1920, a two-digit year of 10 would be written to the external data source. In the 20th century, another company or coworker could assume the century prefix, but with the 21st century approaching, the century prefix of the two-digit year is unknown.

### Year 2000 Testing

As we approach the year 2000, your site may want to test your SAS programs in the 21st century. There are vendor products available, if needed, that will simulate changing the system clock to a date in the 21st century. The best situation is to have dates with four-digit years in your external data sources. If that is not possible, you should begin to make decisions as to the optimal setting for the YEARCUTOFF= option in your working environment.

For more information, call Jerry Kozak of End User Systems Support at 444-2907, ZIP!. or E-Mail at jkozak@mt.gov.

# Lotus 1-2-3 Release 5 for Windows

## File and Folder Names With Tildes Trigger Problem

When saving a file as a text file to a directory with a ~ (tilde) in the name, Lotus 1-2-3 will not save. It also sometimes gives macro errors, suggesting you are running a macro, even if you have no macros defined or in use.

The file with a ~ in it may be from two sources:

- ☐ The ~ can be part of the name you give a normal eight-character folder name.
- ☐ In Windows 95, if you use Long File Name (i.e. more than eight characters), the operating system will condense the long name to eight characters by first removing any spaces and then using the first six characters of the name, followed by a ~ and a number (1-9) to differentiate files where the first six characters are identical. For example, a Win 95 file or folder name of Word Perfect Documents will be shortened to WordPe~1 if there is no other file or folder with the WordPe as the first six characters.

### Cause

Lotus 1-2-3 interprets the ~ as a macro file and tries to execute it.

### Simple Solution

Don't try to save a 1-2-3 file as a text file to a file name or path that contains a ~. But if you need to have the text file in a directory that has a ~ or is a Windows Long File Name Format, you can:

- ☐ Save the file to a temp directory and file name that do not contain a ~.
- ☐ Then using Explorer or File Manager, move the file or rename it to the desired directory path and/or name.

Thanks to Paul Howard of ISD for bringing this problem to our attention. For more information, contact Mike Moller of End User Systems Support at 444-9505, ZIP! or E-Mail at mmoller@mt.gov.

## Connecting Approach to Oracle

Many users have been experiencing the same problem when connecting Lotus Approach databases to Oracle applications. They have installed the new version of SQL NET, and now Approach 3.02 will no longer connect to their Oracle tables. To compound the problem, many users are also using Approach 3.02 with Windows 95, a 32-bit product. There is no problem running Approach 3.02 in Windows 95 except when it comes to mixing the 32-bit ODBC (Open Database Connectivity) of the Windows 95 environment with 16-bit Approach 3.02.

Approach 3.02 was designed to utilize the Oracle 6.0 dos driver to connect using a special datalens driver. To get Oracle 7 to function properly, using SQL NET version 1, required you to do the appropriate set statements, and driver configurations, for Approach. It was only a matter of running a 6.0 Oracle table building script on your Oracle server and granting rights. When the new version of SQL NET is installed, the datalens drivers, which Lotus used to create a native connection to Oracle, cease to function. Lotus is no longer making updated versions of their datalens drivers and are suggesting that you connect using ODBC.

Having tried several ODBC drivers, greatest success has come with the Visagenic Oracle 7 ODBC driver. This is a 16-bit driver that will work with Windows 3.x. This driver is not freeware — you need to purchase it if you wish to use it. Approach 3.02 was the last 16-bit (Windows 3.x) version that Lotus made of the Approach product. They have currently released a new 32-bit (Windows 95, NT) version of Approach called Approach 97.

Approach 97 is a true 32-bit version. To connect to

Oracle, you need to have all 32-bit ODBC drivers installed. Lotus suggests using the 32-bit client for Oracle. ISD staff have installed Oracle's 32 ODBC drivers off of the Oracle client disk and have been able to successfully connect to Oracle tables using Approach 97. *NOTE: Approach 97 is currently under evaluation as an upgrade to the Approach state standard.*

Using the 16-bit Approach ODBC drivers under Windows 95 has not brought the same success. There seems to be a conflict with the 16-bit Approach 3.02 and the 32-bit-based Windows 95 environment. At present, the only solution is to use all 32-bit products, the 32-bit client from Oracle and Approach 97. These products will only run under the Windows 95 or NT environment.

Calls for assistance with connecting Approach to Oracle should be directed to the ISD Customer Support Center at 444-2000.

## Adobe Acrobat Reader and Plug-in

### Why would anyone want to read an acrobat and where would I plug it in?

Adobe Acrobat Reader is a program that is used to display .PDF (Portable Document Format) files created by Adobe's Acrobat program. Adobe's Acrobat program takes the output of other programs and captures them to a file, rather like doing a screen capture, only for printers. It takes this captured output and converts it into a .PDF that can be displayed by anyone having the reader program or Internet browser plug-in. A plug-in is just a special version of the program designed to work directly with your browser rather than having to start a separate program.

This allows you to distribute a graphical report without requiring the recipient to have the same application used to create the report. For example,



this means that a document can be created on a Macintosh and displayed, by a user, on a Windows or Unix system. The user doesn't even need to know which program was used to create the document.

### And the good news for you is . . .

The good news is that the *reader* and the *plug-in* software is free! This is what makes it attractive for distributing documents that are anything fancier than plain ASCII text. Of course Adobe is not naive; they charge for the software used to *create* the documents. The state is currently using the Adobe .PDF format for many of the documents on the state BBS system and various Web pages. We expect this usage to grow, so you will be encountering these files soon if you haven't already.

OK, I'm ready to try it, where do I get it?  
The current version of the reader is 3.0 and is available directly from Adobe at:

[www.adobe.com/prodindex/acrobat/readstep.html](http://www.adobe.com/prodindex/acrobat/readstep.html)

When you visit a web site that uses acrobat .PDF files, they will normally provide a link to Adobe so that you can get the reader. This link is provided as a convenience, and once you have the plug-in installed, you don't need to do anything else. The new 3.0 version of the reader comes in two flavors, with search and without search. There is also a separate version for Windows 3.x (16 bit) and Windows95/NT(32 bit) Be aware that they are large programs (3 to 5 MB), so try to use a local copy if possible. You also need Netscape Navigator 2.0 or newer, or Microsoft Internet Explorer 3.0 or newer, to use the plug-in. Of course you can view .PDF files with the reader even if you don't have a browser. If you would like to download a local copy of the reader software, the files are available on the ISD Value Added Server (VAS) at `guest\internet\viewers\acrobat`, with a separate subdirectory for each version.

Next month we will discuss the details of installing the plug-in and how to navigate through documents using the reader. If you have any questions, please contact Ron Armstrong of End User Systems Support at 444-2905, ZIP!, or E-Mail at

[armstrong@mt.gov](mailto:armstrong@mt.gov).

## Windows 95 Freebie— SPLIT

Version 1.02 of SPLIT.EXE is actually an extent to the Windows 95 interface. When SPLIT is installed in your Windows 95, it adds a new option to the context menu that appears when you right-click on a filename in Windows Explorer. The new option, SPLIT THE FILE, allows copying a file that is too large to fit on a single diskette to multiple diskettes. The user can select a default target directory for the split files, or use the directory of the to-be-split file as the default target directory. To merge a split file, you select the Open command available on the contextual menu for the split file (with extension .spl). The merge process then begins, allowing you to rebuild the file on whatever drive and directory you select.

SPLIT (Version 1.02)  
Copyright © BERGER  
Laurent, November 1996/  
February 1997

If you would like a copy of SPLIT, the files are available on the ISD Value Added Server at `guest\windows\winaddon\95addons\splitfle`. If you don't have access to the VAS, or have questions about it, contact Denny Knapp of End User Systems Support at 444-2072, ZIP!, or E-Mail at [dknapp@mt.gov](mailto:dknapp@mt.gov).

## Windows 95 Tip of the Day

### Looking to free up some disk space?

Make yourself seven megabytes richer. Check your Windows\Help folder for AVI files. You could have as much as 7MB of them left over from the Windows 95 tutorial. Unless you're using Windows 95 for the first time, you don't need those files.

If have questions about this, contact Denny Knapp of End User Systems Support at 444-2072, ZIP!, or E-Mail at [dknapp@mt.gov](mailto:dknapp@mt.gov).

## IBM Announces New ThinkPad 365XD

IBM has announced a new version of its popular ThinkPad 365XD. Specifically designed for those users who require a combination of power, usability, and potential to grow and move in a connected environment, in and out of the office, this is one system that's worth a second look.

The new model comes equipped with a Pentium 133-MHz processor and a 11.3-inch SVGA DSTN color display. In addition, the new 365XD also includes a 1.35-GB harddrive, a 6X CD-ROM, an infrared (IR) transceiver for wireless data/file transfer, and 8-MB or 64-bit EDO ram (upgradable to 40 MB).

For those users currently considering the purchase of a new ThinkPad 365, if you act now, get a \$100 rebate plus a free carrying case when you buy an IBM ThinkPad 365 and any IBM PC Card Modem before May 31, 1997. Now is the best time to buy the perfect package, the award-winning IBM ThinkPad 365.

For more information, quotes, or ordering, contact Mike Price at ComputerLand of Helena at 443-3200.

## Dell Puts State-Contract Price List Online

Dell is pleased to announce the launch of its state-contract pricing online on March 31, 1997. The site can be found at [www.dell.com/statestore](http://www.dell.com/statestore). This site allows you to learn more about our products or even download a copy of the state-contract price list. Talk to your contract administrator or your Dell sales rep for more information and the password. The ISD contacts are Brett Boutin, 444-0515, ZIP!, or E-Mail at [bboutin@mt.gov](mailto:bboutin@mt.gov); or Brett Van Voast, 444-9757, ZIP!, or E-Mail at [bvanvoast@mt.gov](mailto:bvanvoast@mt.gov). Dell's contact is Mary Verdurmen at 503/642-5383.

### New DEC HiNote VP 500 Notebooks Announced!

DEC has enhanced its award-winning HiNote VP 500 value line of enterprise notebooks by adding many new leading technologies. These high-performance notebooks with outstanding benchmarks deliver a new standard in the mobile arena.

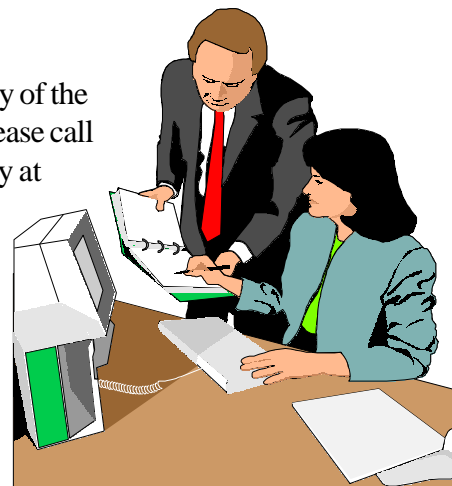
These multimedia notebooks incorporate Intel's 133-MHz Pentium or 166-MHz Pentium with MMX technology, a PCI bus with 256KB of L2 cache, a 12.1-inch DSTN or TFT SVGA color screen, and a 128-bit graphics accelerator. They are also equipped with 16MB EDO RAM (upgradable to 80MB), a user-removable 1.44GB HDD (2.1GB on Model 575), a combo 12X CD-ROM and 1.44MB FDD, two Type II 32-bit Card Bus slots with Zoomed Video support (hardware MPEG), 16-bit stereo sound (w/ WaveTable on Model 575), a Fast InfraRed Link (4Mbps), and a Smart ENiMH main battery (LiIon on Model 575) with an optional Smart LiIon secondary battery to complete the system's outstanding features.

To learn more about the VP 500 Notebooks, contact Steve Woolley of DEC/MicroAge at 227-2600 or 1-800-290-4743.

# Training Calendar

This schedule has been assembled by the Helena College of Technology of the University of Montana. If you have any questions about enrollment, please call 444-6821. All classes will be held at the Helena College of Technology at 1115 N. Roberts. Please note that these costs are subject to change each July 1st.

To enroll in a class, **you must send or deadhead an enrollment application** to the State Training Center, HCT, Helena, MT 59601. If you have questions about enrollment, please call 444-6821. *Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days before the first day of class.* HCT is also willing to schedule specific classes by request from state agencies.



## Term Contract News

### Data Base

PL/SQL Programming  
Prereq. Oracle Developer 2000, Part I

May 5,6

170.00

2

Oracle Developer 2000, Part II  
Prereq. PL/SQL Programming

May 12 - 14

255.00

3

Lotus Approach  
Prereq Intro to Windows

June 10

85.00

1

Inter. Lotus Approach  
Prereq. Lotus Approach

June 19

85.00

1

### Data Network/Mainframe

Novell NetWare 4.1

May 19 - 23

425.00\*

5

TSO/SPF

May 7

85.00

1

JCL

May 15,16

170.00

2

ADS/O

May 21 - 23

255.00

3

Palindrome

May 13, 14

500.00(apr)

2

## Microcomputer

Introduction to Windows

May 1  
June 4  
July 9

85.00

1

Windows 95 Conv.  
Prereq. familiar with Windows

June 5 am  
July 10 am

42.50

.5

Windows 95

May 7

85.00

1

Windows 95 Architecture,  
Installation, Support and Tuning

June 3,4

525.00 app

2 days

ZIP!Office  
Prereq. Intro to Windows

May 29 am  
June 18 am  
July 15 am

Free

.33

Intro. to Internet  
Prereq. Intro to Windows

May 20 am  
June 13 am  
July 15 pm

42.50

.5

HTML

June 16,17

170.00

2

WordPerfect 6.1 for Windows  
Prereq. Intro to Windows

June 11,12

170.00

2

WordPerfect 6.1 Conv.Windows  
Prereq. Intro to Windows

May 8

85.00  
July 16

1

Lotus for Windows  
Prereq. Intro to Windows

June 25,26

170.00

2

Lotus Conv. for Windows  
Prereq. Intro to Windows

May 28  
July 17

85.00

1

Prerequisites may be met with consent of Instructor.

\*Plus Materials

## Training News

## Summer Term 1997 - Workshops

Course #	Course Title	Times	Credits	Dates	Room	Instructor
<i>Computer Technology</i>						
CT110	Intro to Microcomputers	0100 - 0 330 M T TR	3	Jun9-Jul31	TBA	Staff
WK213-1	Windows 95	0800 - 0430	1	Jun9-10	207	Thorson
WK120-1	Wordperfect 7.0	0800 - 0430	1	Jun11-12	207	Holm
WK250-1	Pagemaker	0800 - 0430	1	Jun16-17	205A	Doney
WK245-1	Intro to the Internet	0800 - 0430	1	Jun23-24	207	Holm
WK248-1	HTML	0800 - 0430	1	Jun30-Jul1	207	Holm
WK137-1	Lotus for Windows	0800 - 0430	1	Jul7-8	205A	Holm
WK134-1	Lotus Approach	0800 - 0430	1	Jul9-10	205A	Holm
WK120-3	Wordperfect 6.1	0800 - 0430	1	Jul21-22	205A	Thorson
WK151-1	Intro to Networks with NT Server 4.0	0800 - 0430	2	June 9 - 13	211	Marshall
WK270-1	UNIX	0800 - 0430	2	May 27 - 30	211	Marshall
<i>Accounting Technology</i>						
AC210	Principles of Acct. 1	0900 - 1100 M T TR	3	Jun9-Jul31	208	Woon

Term Contract News

## Registration Procedures

### To register for 6 or less credits:

1. Complete the *Non-Degree Application*.
2. Submit completed form and \$30.00 application fee (first-time applicants only) to the HCT main office at 1115 North Roberts.
3. Tuition and fees are due at the time of registration.

### To register for 7 or more credits and/or seek Federal Financial Aid:

1. Complete the Uniform Application for Admission.
2. Submit supporting documentation.

## Tuition and Fees

Tuition and fees are charged on a total credit basis according to the following fee schedule: 1 = \$107.55; 2 = 182.10; 3 = \$256.65; 4 = \$331.20; 5 = \$405.75; 6 = \$487.30. Classes are offered on a first-come, first-served basis subject to sufficient enrollment with all payment refunded if class is not offered. If students drop from class, registration fee is non-refundable. Books and supplies are extra.



## ISD Class Enrollment Application

**COMPLETE THIS APPLICATION IN FULL AND RETURN  
IT AT LEAST ONE WEEK PRIOR TO THE FIRST DAY OF CLASS**

### COURSE DATA

Course Request: \_\_\_\_\_

Date Offered: \_\_\_\_\_

### STUDENT DATA

Name: \_\_\_\_\_

Soc. Sec. Number (for P/P/P): \_\_\_\_\_

Agency & Division: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

How have you met the required prerequisites for this course? Explain, giving the class(s) taken, tutorial completed, and/or experience.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### BILLING INFORMATION/AUTHORIZATION MANDATORY

User ID: \_ \_ \_ \_ \_

Agency#: \_ \_ \_ \_

Authorized Signature: \_\_\_\_\_

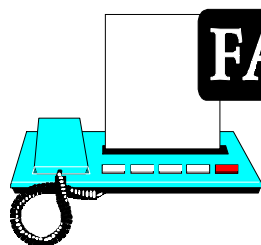
**FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS  
CANCELLATION IS MADE THREE BUSINESS DAYS BEFORE  
THE START DATE OF THE CLASS.**

**DEADHEAD COMPLETED FORM TO:**  
COMPUTER TRAINING CENTER  
HELENA COLLEGE OF TECHNOLOGY  
OF THE UNIVERSITY OF MONTANA  
PHONE 444-6800 FAX 444-6892

## DeadHead BACK

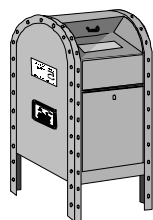


**Dept. of Administration  
Information Services Div.**



## FAX BACK

**Information  
Services Division  
(406) 444-2701**



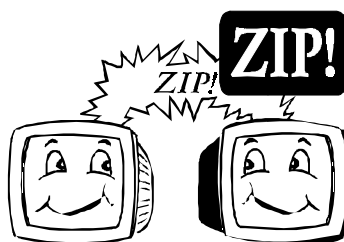
## MAIL BACK

**Dept. of Administration  
Information Services  
Division  
PO Box 200113  
Mitchell Building, Rm 229  
Helena, MT 59620-0113**



## SURF BACK

via Internet



## ZIP! BACK

via  
ZIP!Mail,  
ZIP!Office,  
TAO

## Editor's Notes

### Published By...

ISD *News & Views* is published monthly by the Information Services Division (ISD), Department of Administration, Room 229, Mitchell Building, Helena, MT 59620, 406/444-2700, FAX 406/444-2701.

This newsletter is dedicated to educating and informing the reader with pertinent State technology news. Materials may be reproduced without permission. Alternative accessible formats of this document will be provided upon request.

### Editorial Submissions...

To submit an article to ISD *News & Views* for publication, please send it to Trapper Badovinac, preferably via ZIP!. Please have your article in by the 8th of the month for inclusion in the following month's newsletter.

### ISD Customer Support Center...

Have a problem (opportunity)? Do you need ISD assistance for any of your information processing requirements? Then contact the ISD Customer Support Center (444-2000), which is our central point of contact.

### Subscription Services...

ISD *News & Views* is a free publication. If your name or address is incorrect, please send your current mailing label along with any corrections to Trapper Badovinac. If you would like to be added to our mailing list, let us know your name, agency, division/bureau, phone, address, city, state, zipcode, and whether you would like your newsletter to be distributed via ISD Box #, Deadhead, or Mail. ISD *News & Views* is also available electronically via ZIP!/ZIP!Office or VAX E-Mail. Current and back issues are located on the State of Montana Electronic Bulletin Board System (444-5648 local & out-of-state, or 800/962-1729 toll free in Montana) and on ISD's Value Added Server (\GUEST\N&V).

### Distribution Notes...

1200 copies of this public document were printed at a cost of \$360. Distribution costs are \$18.25. 120 copies of this document were distributed electronically at no cost.

### Editor

Trapper Badovinac (444-4917), ZIP! or E-Mail at [tbadovinac@mt.gov](mailto:tbadovinac@mt.gov).

**6127**

**Department of Administration  
Information Services Division  
Mitchell Building, Room 229  
P.O. Box 200113  
Helena, MT 59620-0113**

## Is Your Address Correct?

If not, see "Subscription Services ..." above.